

# EARN A FREE CERTIFICATE FROM NORCO COLLEGE

SUMMER 2021



The Extended Learning program at **Norco College** offers noncredit, tuition-free courses. If you are looking to gain professional development, grow your business, or learn foundational skills to enter a for-credit career education program, Extended Learning programs provide a pathway to success!

## Emerging Leaders

Learn the management, supervisory, and leadership skills necessary to get a job or advance on your current career path.

### Required Courses:

- *Leadership Skills (PDS-801)\*\**
- *Supervisory Skills (PDS-802)\*\**
- *Increasing Productivity (PDS-803)*
- *Motivating Yourself and Others (PDS-804)\*\**

## Workplace Essentials

Learn the skills and knowledge to maximize efficiency, engage in strategic problem solving, and clearly communicate with internal and external stakeholders.

### Required Courses:

- Critical Thinking, Problem Solving and Decision Making (PDS-808)
- Business Writing in a Technological World (PDS-809)
- Time Management (PDS-810)
- Workplace Communication Strategies (PDS-812)

## Sales Techniques

Learn the skills to effectively leverage various communication techniques and mediums to identify leads, work directly with decision-makers, and close deals.

### Required Courses:

- Closing Techniques that Win the Sale (PDS-814)
- Winning Sales Scripts (PDS-815)



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**\*\* Course will be offered in the following semesters**

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Visit [extendedlearning.rccd.edu](http://extendedlearning.rccd.edu) or email [extlearning@norcocollege.edu](mailto:extlearning@norcocollege.edu) for more information